



imageCLASS

MF 5700

Series

Basic Guide



imageCLASS MF5700 Series Basic Guide



Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

- **Setting Up the Machine**
- **Software Installation**

- **Setting Up the Machine**

- **Software Installation**
- **Network Settings**

- **Copying and Printing Instructions**
- **Troubleshooting**

- **Fax Instructions**
- **Troubleshooting**

- **Software Installation and Instructions**
- **Printing, Scanning and PC Faxing Instructions**
- **Troubleshooting**

- **Remote User Interface Instructions**

- **Network Connectivity and Setup Instructions**

Set-Up Instructions



Only for the MF5730/MF5750 models.

Set-Up Instructions for the Machine



Only for the MF5770 model.

Set-Up Instructions for Networking and Printing



Only for the MF5770 model.

Basic Guide (This Manual)



Facsimile Guide



Only for the MF5750/MF5770 models.

Software Guide



Remote UI Guide



Only for the MF5770 model.

Network Guide



Only for the MF5770 model.

Model Name

- F146500 (imageCLASS MF5730)
- F146502 (imageCLASS MF5750)
- F146502 (imageCLASS MF5770)



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Chapter 2 Paper Handling

Chapter 3 Document Handling

Chapter 4 Printing from Your Computer

Chapter 5 Copying

Chapter 6 Scanning

Chapter 7 Status Monitor

Chapter 8 Maintenance

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Preface

Thank you for purchasing Canon imageCLASS MF5700 Series. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.



CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.



IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.



NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Start



Press [Start].

Image
Quality



Press [Image Quality].

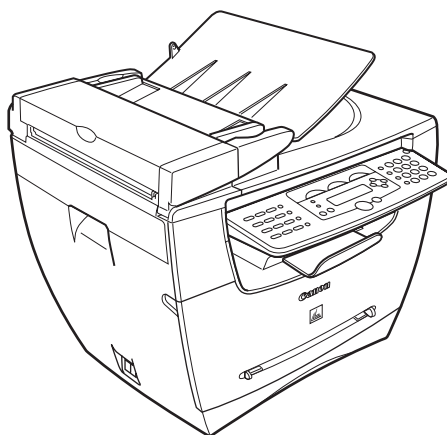
Messages Displayed in the LCD

The following are a few examples of how messages in the LCD are expressed in this manual. The messages are indicated within angle brackets.

- If <MEMORY FULL> is displayed, the machine cannot scan the documents.
- <COL.> appears in the LCD.

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the imageCLASS MF5770.



The model imageCLASS MF5770 is used for illustration purposes in this manual. When there is any difference between MF5730, MF5750 and MF5770, it is clearly indicated in the text, e.g., “Only for the MF5770 model.”

Legal Notices

FCC (Federal Communications Commission)

imageCLASS MF5730: Model F146500
imageCLASS MF5750: Model F146502
imageCLASS MF5770: Model F146502

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference,
and
- (2) this device must accept any interference received, including interference that
may cause undesired operation.

NOTE

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600



IMPORTANT

- This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.
- Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class I levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by this manual.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.



CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label shown below is attached to the laser scanner assembly within the product.

	DANGER	- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	CAUTION	- CLASS 3B, INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
	ATTENTION	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B. EN CAS D'OUVERTURE EVITEZ L'EXPOSITION AU FAISCEAU.
	VORSICHT	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
	PRECAUCIÓN	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
	VARNING	- KLAS 3B ÖSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
	VAROITUS	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
	주의	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다.
	注意	- 光線に 노출を 回避してください。 - ここを開くとクラス3B不可視レーザー放射が出ます。 - ビームに身をさらさないこと。

FC5-4777

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps
(canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by
Governmental Agencies
- Motor Vehicle Licenses and
Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps
(canceled or uncanceled)
- Bonds or Other Certificates of
Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art
without Permission of Copyright
Owner

About the Part Containing Mercury (Applicable Only to the USA)

(Hg) LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.



Important Safety Instructions

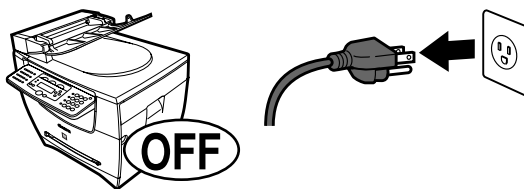
Please read these instructions thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation



WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center.
 - Necklaces and other metal objects
 - Cups, vases, flowerpots, and other containers filled with water or liquids



CAUTION

- Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.

- Do not install the machine in the following locations:
 - A damp or dusty location
 - A location near water faucets or water
 - A location exposed to direct sunlight
 - A location subject to high temperatures
 - A location near open flames
 - A location near devices that contain magnets or generate magnetic fields, such as speakers
- Avoid poorly ventilated locations.
During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.
- Make sure the machine is approximately 4" (10 cm) away from walls and other equipment for proper ventilation.
- Make sure the location is not affected by extreme temperature changes, and always stays between 50°F and 90.5°F (10°C and 32.5°C).
- Make sure the relative humidity of the area is between 20% and 80%.
- Do not use or store the machine outdoors.

Power Supply

WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.
- During electrical storms, unplug the power cord from the power outlet. Electrical storms may cause damage to the machine and result in a fire or electrical shock.

IMPORTANT

- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.
- Do not plug the machine into the same circuit with appliances such as an air conditioner, television or copier. These devices generate an electrical noise, and may interfere with your machine's operation.
- Unplug the machine in the following conditions:
 - When the power cord or plug is damaged or frayed.
 - If liquid has spilled into the machine.
 - If the machine has been exposed to rain or water.
 - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the machine has been dropped or damaged.
 - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Handling

WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.

- To avoid damage to the power cord and creating a fire hazard, always disconnect the power cord and the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

CAUTION

- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.
- Close the platen glass cover gently to avoid catching your hand. Failing to do so may result in personal injury.
- Do not press down hard on the platen glass cover when using the platen glass to scan a thick book. This may damage the platen glass and/or result in personal injury.
- Do not subject the machine to strong physical shock or vibration.
- Unplug the machine before moving it.
- Do not lift the machine by any of its attachments.
- If the machine exhibits a distinct change in performance, this indicates a need for servicing.

Maintenance and Inspections

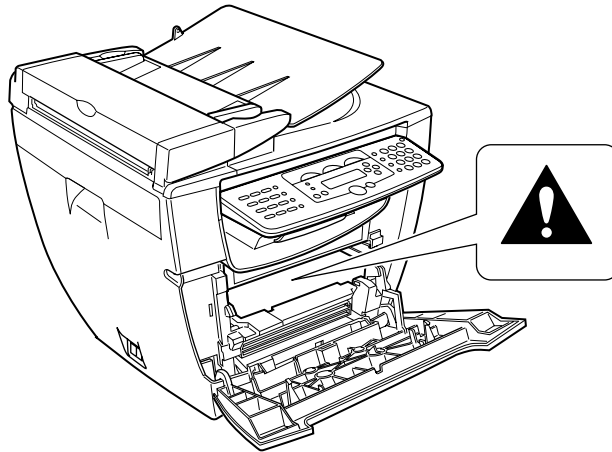
WARNING

- When cleaning the machine, disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.

- There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

CAUTION

- The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When loading paper or removing jammed documents or paper, take care not to cut your hands on the edges of the documents or paper.
- When removing a used toner cartridge from the machine, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

Consumables

WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

WARNING

For cardiac pacemaker users:

This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult a physician.

CAUTION

Follow all warnings and instructions marked on the machine.



Introduction

1

CHAPTER

This chapter describes the main components, the operation panel and the standby display of the machine. It also explains how to set the energy saver function.



Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9, "Troubleshooting." If you cannot solve the problem or if you think your machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions you can also visit our support site at www.canontechsupport.com.

For Canadian Users

Canon Canada Inc., offers a full range of customer technical support* options:

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.canon.ca)
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-652-2666).
- Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty (1-800-652-2666)
- The location of the authorized service facility nearest you (1-800-652-2666)

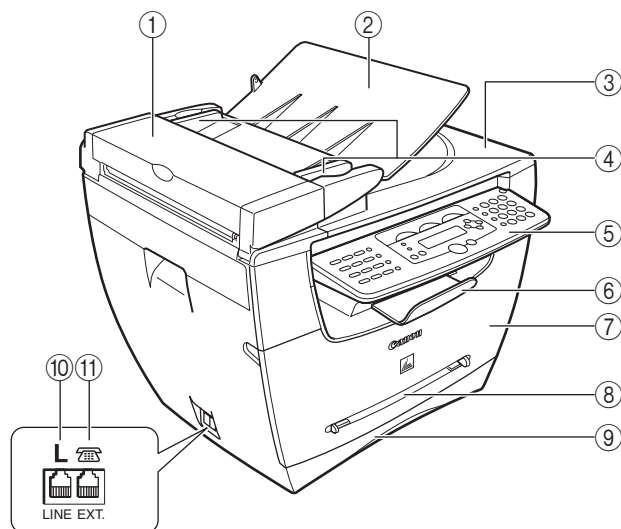
If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at www.canon.ca

* Support program specifics are subject to change without notice.

Main Components of the Machine

This section describes the main components of the machine.

Front View



① **ADF (Automatic Document Feeder)**

Holds documents and feeds them automatically into the scanning unit.

② **Document feeder tray**

Place documents.

③ **Document output tray**

Documents come out here.

④ **Document guides**

Adjust to the width of documents.

⑤ **Operation panel**

Controls the machine.

⑥ **Output tray**

Outputs printouts.

⑦ **Front cover**

Open it when you install the cartridge, or remove jammed paper.

⑧ **Multi-purpose feeder**

Used when printing paper one by one manually.

⑨ **Cassette**

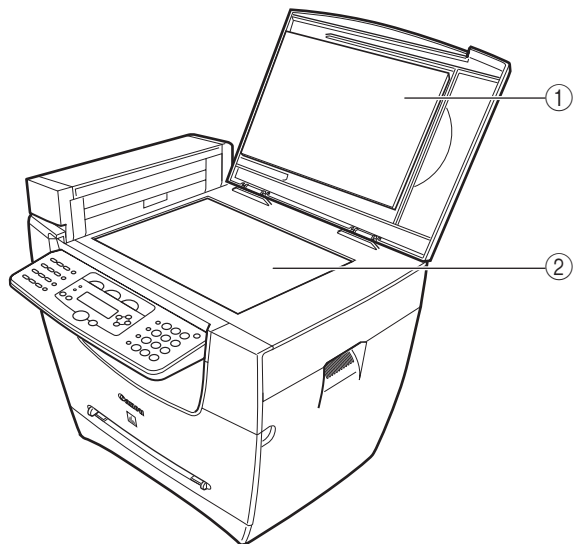
Holds the paper supply.

⑩ **Telephone line jack**

Connect the telephone cable. (Only for the MF5750/MF5770 models.)

⑪ **External device jack**

Connect an external device. (Only for the MF5750/MF5770 models.)



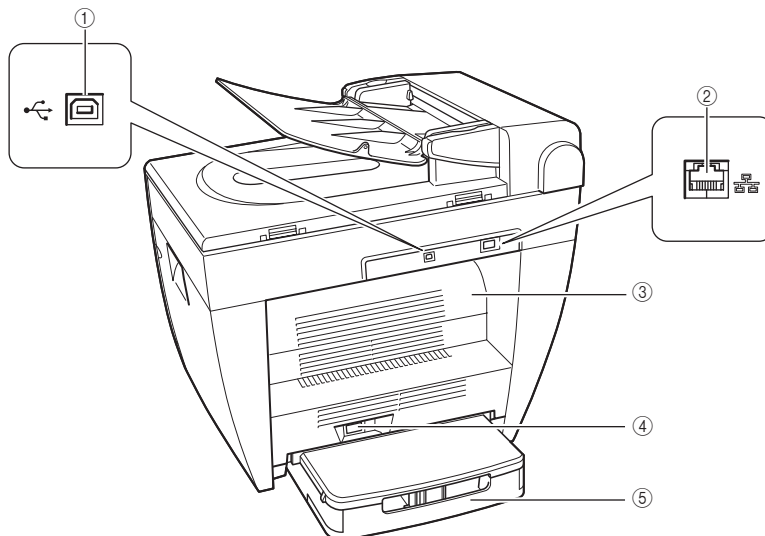
① **Platen glass cover**

Open it when you place documents on the platen glass for copying or scanning.

② **Platen glass**

Place documents.

Rear View



① **USB port**

Connect the USB (Universal Serial Bus) cable.

② **Ethernet port**

Connect the network cable.
(Only for the MF5770 model.)

③ **Face up cover**

Open it when you output paper face up, or
remove jammed paper.

④ **Power socket**

Connect the power cord.

⑤ **External cover**

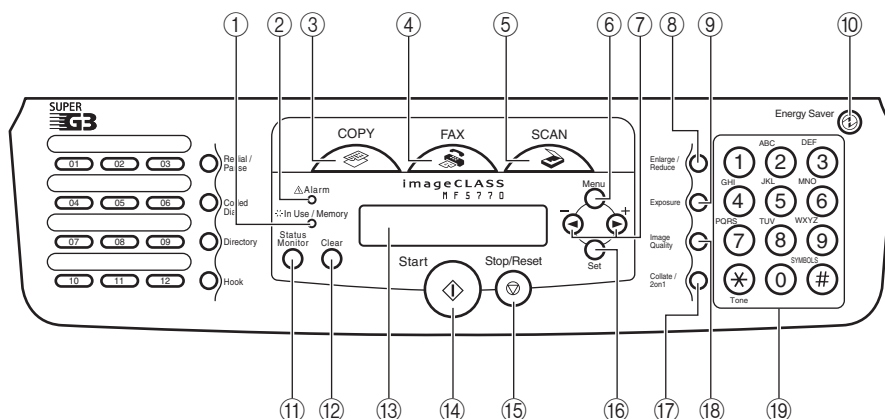
Protects paper supply in the cassette from dirt
and dust.

Operation Panel

This section describes keys used when making copies, scanning and setting the Menu.

For keys not described here, see Chapter 1, "Introduction," in the Facsimile Guide.

■ MF5770



① In Use / Memory indicator

Lights green during copying or when the copy job is stored in the memory.

② Alarm indicator

Flashes red when the machine has a problem such as a paper jam.
(The error message is displayed in the LCD.)

③ COPY key

Switches the standby display to the Copy mode.

④ FAX key

Switches the standby display to the Fax mode.

⑤ SCAN key

Switches the standby display to the Scan mode.

⑥ Menu key

Customizes the way your machine operates.

⑦ [◀(-)] or [▶(+)] keys

Scroll through the selections so you can see other settings.

⑧ Enlarge / Reduce key

Sets an enlargement or reduction ratio of the copy.

⑨ Exposure key

Adjusts the copy exposure.

⑩ Energy Saver key

Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is canceled.

⑪ Status Monitor key

Checks the status of copy, fax, print and report jobs.

⑫ Clear key

Clears an entry in the LCD.

⑬ LCD

Displays messages and prompts during operation. Also displays selections, text, and numbers when specifying settings.

⑭ **Start key**

Starts copying.

⑮ **Stop/Reset key**

Cancels copying and other operations, and returns to the standby display.

⑯ **Set key**

Determines the contents you set or register.

⑰ **Collate / 2on1 key**

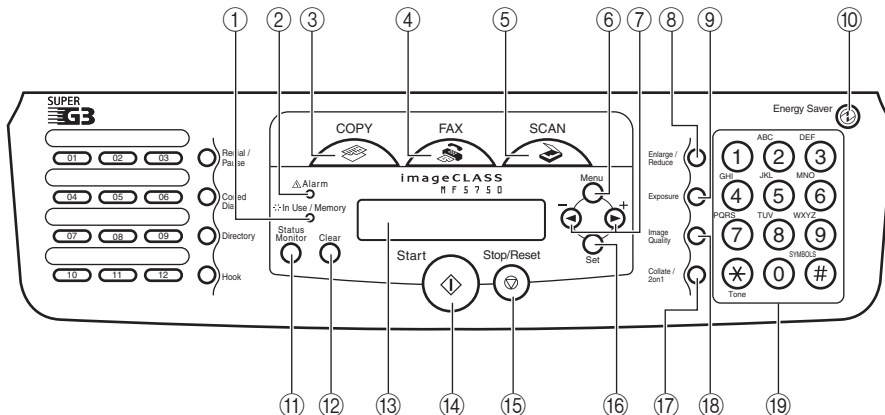
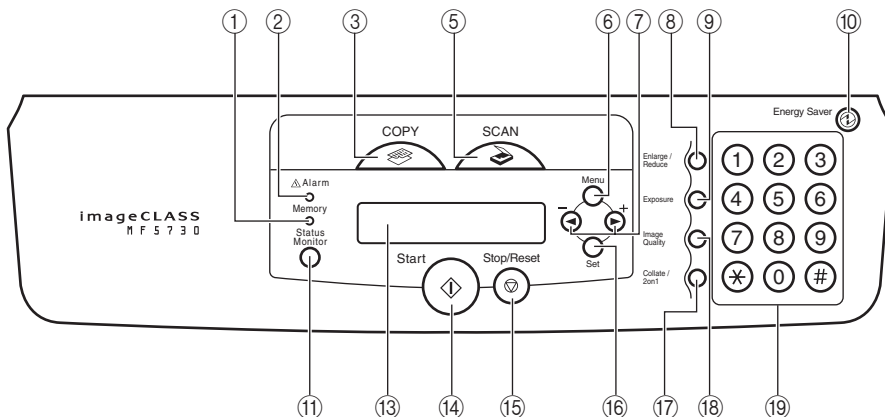
Sorts copies in order of pages or reduces two documents to fit on a single sheet.

⑱ **Image Quality key**

Adjusts the quality of printout.

⑲ **Numeric keys**

Enter copy quantity and other numerical values.

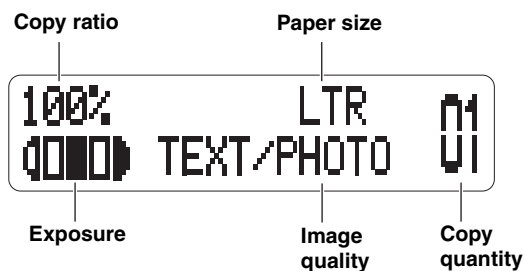
■ **MF5750**■ **MF5730**

Standby Display

The standby display differs depending on which mode is selected.

The standby display in the Copy or Scan mode is as follows:

■ Copy Mode



■ Scan Mode



NOTE

- When the machine is plugged in, the LCD displays <INITIALIZING...> for a while, then the standby display appears.
- The standby display in the Fax mode appears only with the MF5750/MF5770 models. (See Chapter 1, "Introduction," in the *Facsimile Guide*.)

Energy Saver Mode

This machine provides an energy saver function. When no operations are performed for a specified number of minutes, the machine automatically enters the energy saver mode.

NOTE

- The time until the machine enters the energy saver mode can be specified in a range of 3 minutes to 30 minutes. You can also turn off the energy saver function. For details on the energy saver mode settings, see <“4. ENERGY SAVER,”> of “Menu Descriptions,” on p. 10-7.
- The energy saver function does not activate when the machine is in the following conditions:
 - When printing out copies, faxes* or other pages
 - When sending or receiving faxes*
 - When scanning
 - While a copy job is saved in the memory or when the collate copy or other functions are operating, or when the In Use / Memory indicator lights up
 - When paper jams occur
 - When an error message appears and the Alarm indicator flashes
 - When no paper is loaded in the cassette
 - When paper is loaded in the multi-purpose feeder
 - When the message <TONER SUPPLY LOW> appears*
- The machine will be restored from the energy saver mode in the following conditions:
 - When receiving print jobs from your computer
 - When receiving faxes*
 - When you pick up the handset of the telephone connected to the machine*
 - When receiving a call*

* Only for the MF5750/MF5770 models.

Setting the Energy Saver Mode Manually

1 Press [Energy Saver].

The LCD is turned off and the Energy Saver key lights up.

NOTE

Right after the machine is restored from the energy saver mode, wait about 15 seconds, or right after copying finishes, wait about 2 seconds before pressing [Energy Saver].

Restoring from the Energy Saver Mode Manually

1 Press [Energy Saver].

The Energy Saver key goes off and the machine enters the standby mode.



NOTE

The machine can be restored from the energy saver mode immediately. However, it may vary according to room temperature and circumstances.

Paper Handling

2

CHAPTER

This chapter describes the media you can use with this machine, how to load them, and where the documents come out.

Print Media Requirements

For high-quality copies, we recommend using paper and transparencies recommended by Canon.

Some types of paper available at office supply stores may not be suitable for this machine. If you have any questions about paper and transparencies, contact your local authorized Canon dealer or the Canon help line.

■ Paper Storage

In order to prevent paper jams, follow this procedure below:

- To prevent moisture buildup, store remaining paper wrapped tightly in its original package. Store paper in a dry location, out of direct sunlight.
- To prevent curling, store paper flat, not upright.
- If the paper is curled, uncurl it before loading it in the cassette or multi-purpose feeder. Failure to do so will cause paper creases and a paper jam.

■ Unacceptable Paper

Do not copy on the following types of copy stock. Doing so may result in paper jams.

- Severely curled or wrinkled paper
- Transparencies designed for full-color copiers or printers
- Paper which has already been copied using a digital full-color copier (Do not copy on the reverse side.)
- Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)



IMPORTANT

Never attempt to make copies on full-color transparencies. Doing so may result in machine malfunction.

■ Acceptable Paper

	Cassette/Multi-Purpose Feeder
Paper Size	Letter, Legal, A4, Executive, B5, A5, Envelope: COM10*, Monarch*, DL*, ISO-C5*
Paper Weight	17 lb to 34 lb (64 g/m ² to 128 g/m ²)
Paper Type	Plain paper, Recycled paper, Heavy paper, Transparency, Envelope

* Only for the multi-purpose feeder.



IMPORTANT

Received faxes can only be printed on Letter, A4, B5, or A5 size paper loaded in the cassette. You cannot use paper loaded in the multi-purpose feeder to print a received fax regardless of paper size.



NOTE

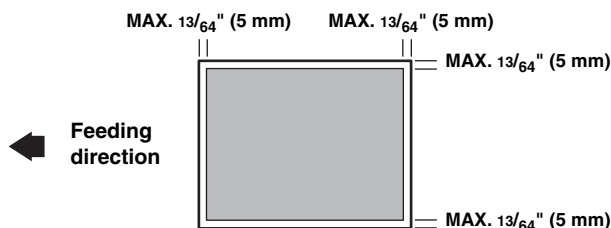
- The printing speed may become slower than usual depending on the paper size, the paper type, and the number of sheets you specify.
This is because the machine's safety function works to prevent the failure due to heat.
- Some types of paper may not feed properly into the cassette or the multi-purpose feeder.

Printing Areas

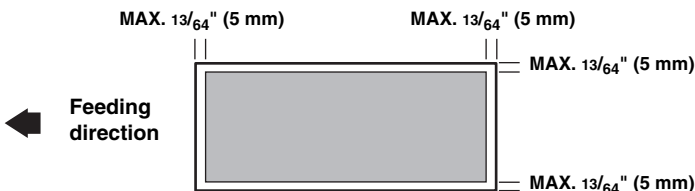
Please note that the term “printing area” represents both the recommended area for optimum print quality and the entire area where the machine can technically print from your computer.

Printing area (light shade): Canon recommends that you print within this area.

■ Paper



■ Envelope



NOTE

Copying areas are a little larger than printing areas.

Loading Paper

This section describes how to load paper in the cassette and the multi-purpose feeder.



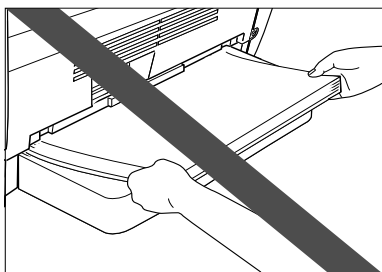
CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



IMPORTANT

Do not load paper from the back of the machine with the cassette in place. Doing so may damage the paper feeding assembly inside the machine.



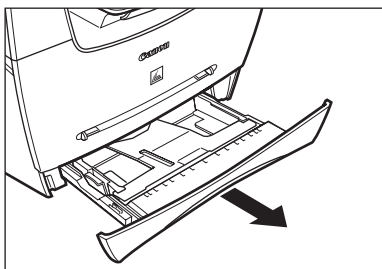
NOTE

- The paper in the multi-purpose feeder is fed prior to the paper in the cassette.
- The cassette holds up to approximately 250 sheets of 17 lb (64 g/m²) paper.

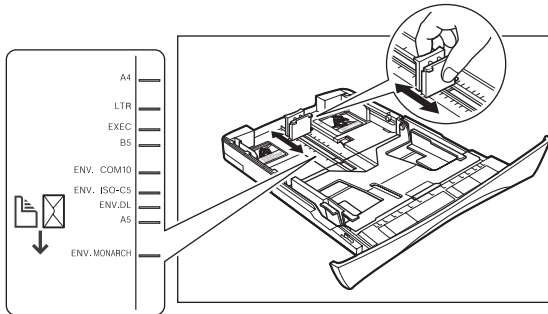
Loading Paper in the Cassette

1

Pull out the cassette completely.

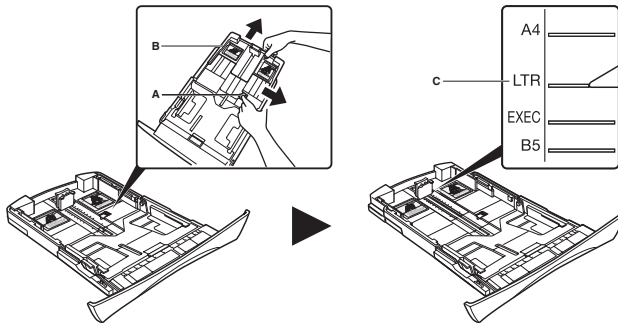


- 2** While holding the lock release lever on the paper guide at the rear of the cassette, slide the paper guide to the mark indicating the desired paper size.



● **When Loading Legal Size Paper:**

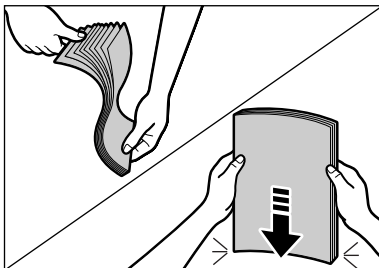
- ☐ Pull the blue tab (A) and extend the cassette (B). Set the paper guide to LTR (C).



IMPORTANT

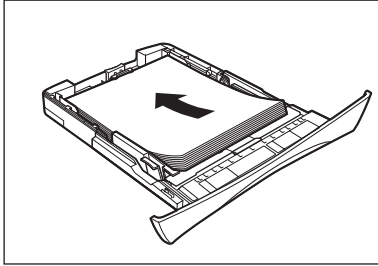
If the paper guide is not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

- 3** Fan the paper stack first, then tap the edges on a flat surface to even the stack.



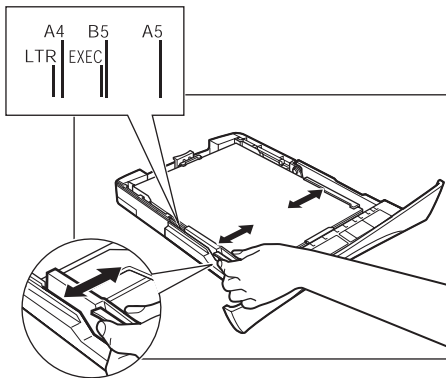
4 Load the paper stack in the cassette with the print side down.

When you load paper with a logo on, position the paper with the print side down (logo side) and load it so that the top of the paper feeds first in the cassette.

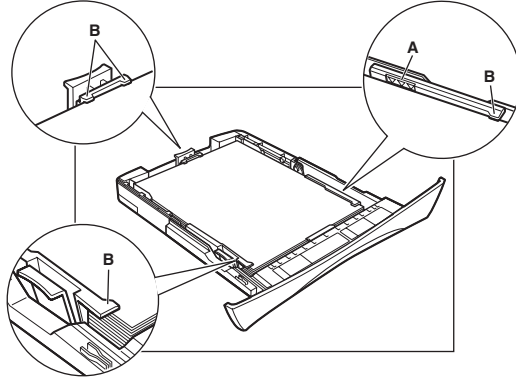


5 While holding the lock release lever on the paper guide on left side of the cassette, slide the paper guide to the mark indicating the desired paper size.

The paper guides on the sides of the cassette move together.



Make sure the paper stack does not exceed the load limit mark (A) and it is loaded under the hooks (B) on the paper guides.



IMPORTANT

- Do not load different size and type of paper at the same time.
- Do not load extra paper when there is still paper left in the cassette.
If you load extra paper while making copies, remove the loaded paper first. Then put it together with the extra paper and tap the edges. After that, reload it in the cassette.

6 Insert the cassette into the machine.

NOTE

If you do not completely insert the cassette into the machine, paper jams may occur.

7 Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see “Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder),” on p. 2-10.

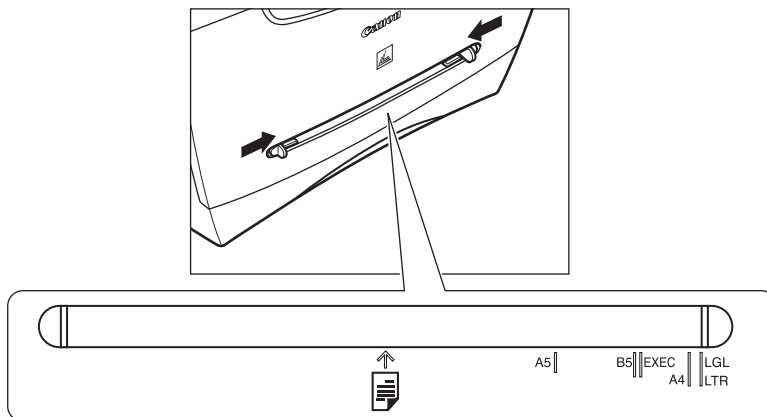
Loading Paper in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print on the different paper which is in the cassette. Load paper one by one in the multi-purpose feeder.

NOTE

The paper in the multi-purpose feeder is fed prior to the paper in the cassette.

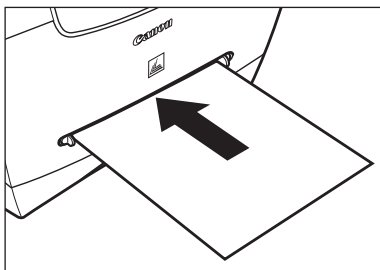
- 1 Slide the paper guides to the mark of the desired paper size.



IMPORTANT

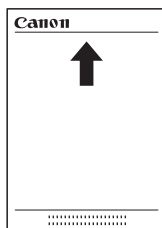
If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

- 2 Insert the paper square into the multi-purpose feeder with the print side up.



NOTE

When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose feeder.



3 Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see “Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder),” on p. 2-10.

Loading an Envelope in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print an envelope one by one.



IMPORTANT

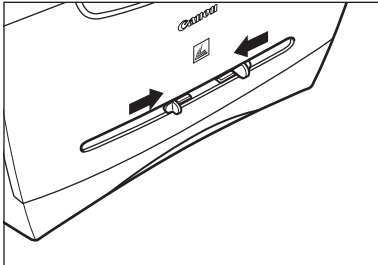
The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.



NOTE

The envelope in the multi-purpose feeder is fed prior to the paper in the cassette.

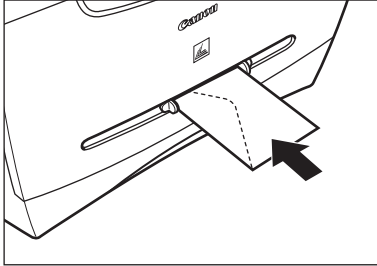
1 Slide the paper guides to fit the size of the envelope you want to load.



IMPORTANT

If the paper guides are not adjusted correctly for the size of the envelope, the quality of your printouts may be adversely affected.

- 2** Insert the envelope square into the multi-purpose feeder with the print side up and the right edge (i.e., closer to the stamp) first.



- 3** Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see “Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder),” on p. 2-10.

Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)

Specifying the Paper Size

At the factory, the paper size has already been set to <LTR>. Each time you change the paper size you load in the cassette or the multi-purpose feeder, it is necessary to specify the paper size according to the following.

- 1** Press [Menu].
- 2** Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [Set].
- 3** Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [Set].
- 4** Press [◀(-)] or [▶(+)] to select <PAPER SIZE> → press [Set].
- 5** Press [◀(-)] or [▶(+)] to select the appropriate paper size → press [Set].

You can select from the following paper sizes: <LTR (Letter)>, <LGL (Legal)>, <A4>, <B5>, <A5>, <EXECUTIV (Executive)>, <COM10>, <MONARCH>, <DL>, and <ISO-C5>.



NOTE

Select <COM10>, <MONARCH>, <DL>, or <ISO-C5> for envelopes.

- 6** Press [Stop/Reset] to return to the standby display.

Specifying the Paper Type

<PLAIN PAPER> is selected as the default paper type. When using paper other than plain paper, you can specify the paper type according to the following. Specifying the paper type can prevent poor copy quality, or the printout not being printed correctly.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <PAPER TYPE> → press [Set].

5 Press [◀(-)] or [▶(+)] to select the appropriate paper type → press [Set].

You can select from the following paper types:

- Plain paper (17 lb to 24 lb (64 g/m² to 90 g/m²)): <PLAIN PAPER>, <PLAIN PAPER L>*¹
- Heavy paper (25 lb to 34 lb (91 g/m² to 128 g/m²)): <HEAVY PAPER>, <HEAVY PAPER H>*²
- Transparency: <TRANSPARENCY>
- Envelope: <HEAVY PAPER>, <HEAVY PAPER H>*²

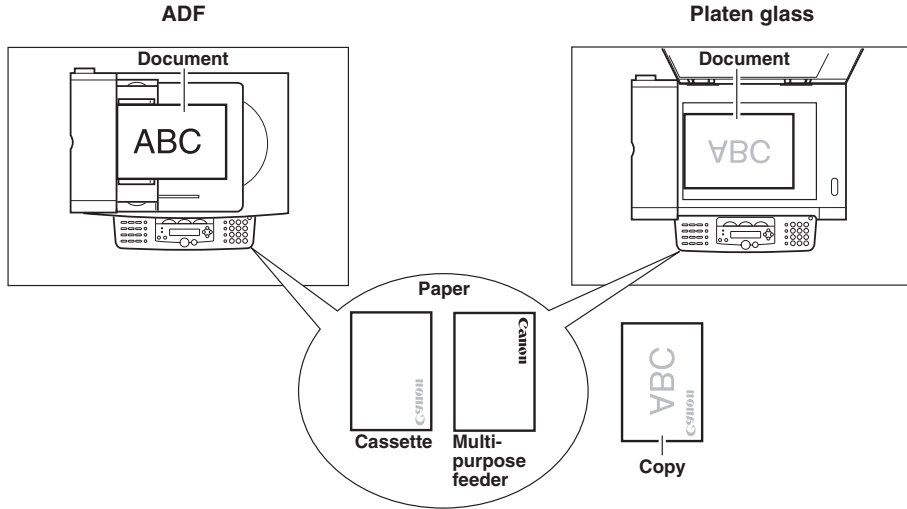
*¹ If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

*² If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

6 Press [Stop/Reset] to return to the standby display.

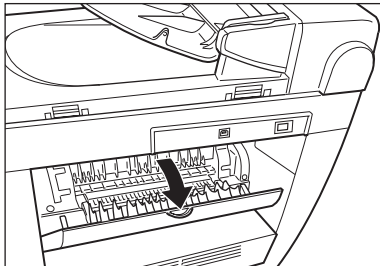
Orientation of the Document and the Paper Loading

When you load or place a document in the ADF or on the platen glass, the orientation of the document and the orientation of the paper in the cassette or in the multi-purpose feeder are as shown below.



Selecting the Paper Output Area

Open the face up cover located on back side of the unit for face up paper output, or close the face up cover and pull out the output tray located on the front of the unit for face down paper output.



IMPORTANT

Do not open or close the face up cover while copying and printing.

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up from the output area. Select the area depending on your purpose by opening or closing the face up cover.

Paper Type and Paper Output Area

Select the suitable paper output area depending on the paper type and your purpose.

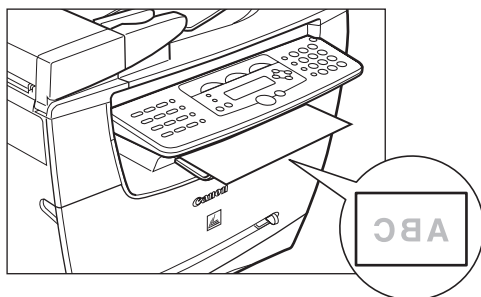
Paper Type	Paper Output Area	The Number of Output Sheets
Plain Paper	face up	1 sheet
	face down	approx. 60 sheets (17 lb to 24 lb (64 g/m ² to 90 g/m ²))
Recycled Paper	face up	1 sheet
	face down	approx. 30 sheets (17 lb to 24 lb (64 g/m ² to 90 g/m ²))

Paper Type	Paper Output Area	The Number of Output Sheets
Heavy Paper	face up	1 sheet
	face down	approx. 30 sheets (25 lb to 34 lb (91 g/m ² to 128 g/m ²))
Transparencies	face up	1 sheet
	face down	10 sheets
Envelopes	face up	1 sheet
	face down	10 sheets

Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.
Paper is stacked in printed order.

Close the face up cover, and pull out the output tray.



IMPORTANT

- Do not place the delivered paper back on the output tray. Doing so may result in paper jams.
- Do not place objects other than paper on the output tray. Doing so may result in paper jams.

Face Up Paper Output Area

The paper is delivered with the printed side up from the face up paper output at the rear of the machine.

This way is convenient for printing on transparencies, or envelopes which tend to curl, because the paper is delivered straight through out of the machine.

Open the face up cover.

- Remove the delivered paper one by one.



IMPORTANT

- Do not pull the paper forcibly.
- This machine has no face up output tray. Remove the delivered paper with your hand.
- Do not place an object in front of the face up paper output to prevent a paper jam.

Document Handling

3

CHAPTER

This chapter describes the types of documents you can scan or copy with this machine and how to set them on the platen glass.

Document Requirements

The documents you place on the platen glass or loaded in the ADF for copying, scanning, or sending must meet these requirements:

	Platen Glass	ADF
Type of Document	Plain paper Thick documents Photographs Small documents (e.g., index cards) Special types of paper (e.g., tracing paper ^{*1} , transparencies ^{*1} , etc.) Book	Plain paper (multiple page documents of the same size, thickness, and weight or one page documents)
Size (W x L)	Max. 8 1/2" x 11 3/4" (216 mm x 297 mm)	Max. 8 1/2" x 14" (216 mm x 356 mm) (LGL) Min. 5 13/16" x 4 1/8" (148 mm x 105 mm) (A6)
Quantity	1 sheet	Max. 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed) Max. 50 sheets ^{*2} or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference)
Weight	Max. 4.4 lb (2 kg)	17 lb to 28 lb (64 g/m ² to 105 g/m ²)/document

^{*1} When scanning, copying, or sending a transparent document such as tracing paper or transparencies, place a piece of plain white paper behind the document.

^{*2} 21 lb (80 g/m²) paper

 NOTE

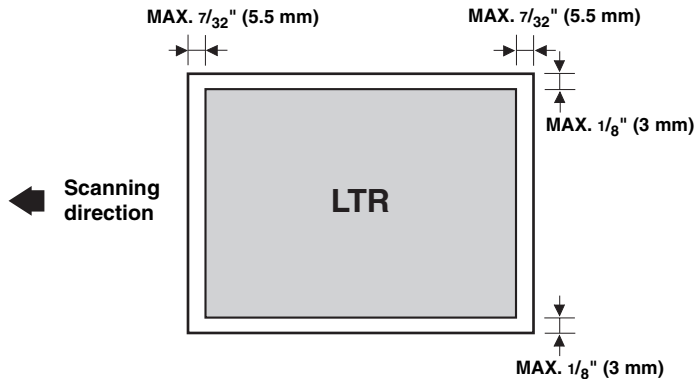
When making copies of a small size document, the copy speed may be slightly slower than usual.

Problem Documents

- Make sure any glue, ink, or correction fluid on the document is completely dry before placing it on the platen glass or loading it in the ADF.
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- To prevent document jams in the ADF, do not use any of the following:
 - Wrinkled or creased paper
 - Carbon paper or carbon-backed paper
 - Curled or rolled paper
 - Coated paper
 - Torn paper
 - Onion skin or thin paper
 - Hole-punched paper

Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.

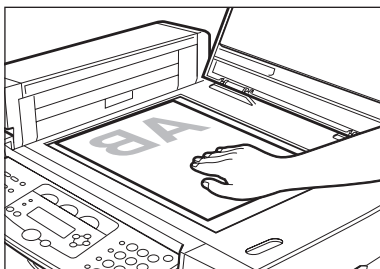


Setting Up Documents

For scanning, place your documents on the platen glass or load them in the ADF. Where you set up your documents depends on the size and type of documents you want to scan. (See “Document Requirements,” on p. 3-1.)

Placing a Document on the Platen Glass

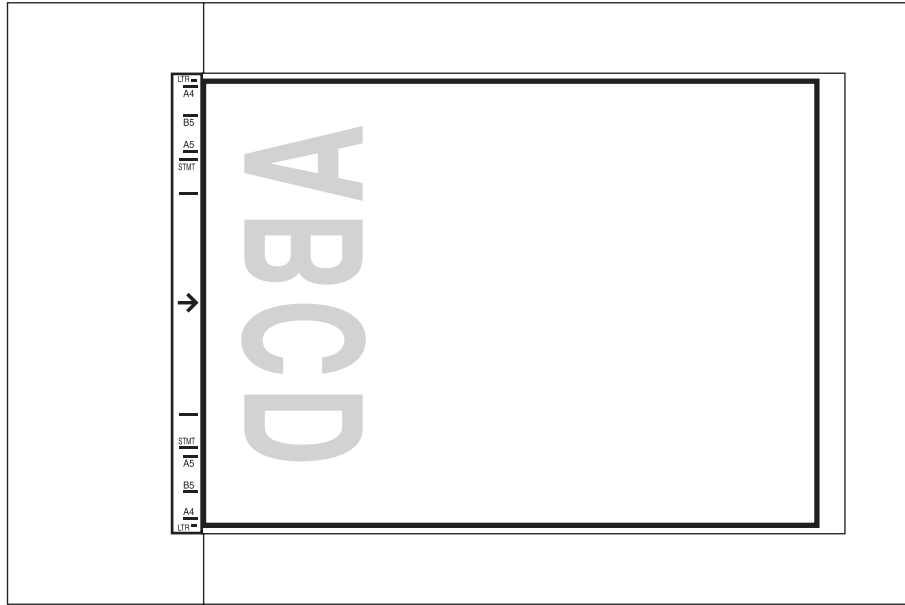
- 1** Open the platen glass cover.
- 2** Place your document face down on the platen glass.



Use the paper size marks on the left side of the platen glass to position a document.

- If your document conforms to a standard paper size (e.g., LTR or A4), align the document between the appropriate paper size marks.
- If you do not know the size of your document, or if your document does not match any of the paper size marks, align the center of your document with the → mark.

The illustration below shows how to place a LTR-size document on the platen glass.



3

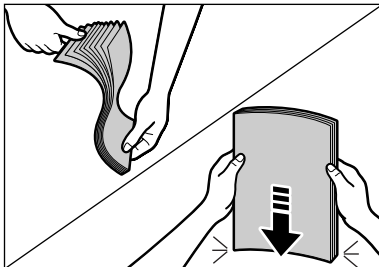
Document Handling

3 Gently lower the platen glass cover.

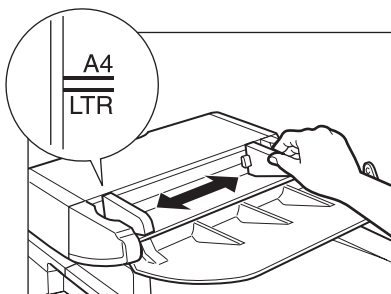
The document is now ready for scanning.

Loading Documents in the ADF

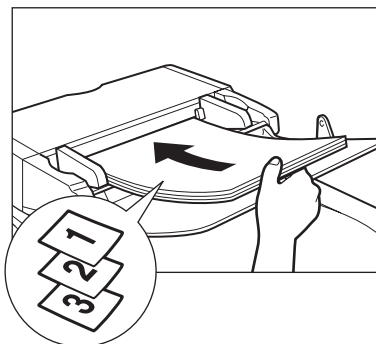
- 1** Fan the edges that will feed into the machine first, then tap the edges of multiple page documents on a flat surface to even the stack.



2 Adjust the document guides to the width of the document.



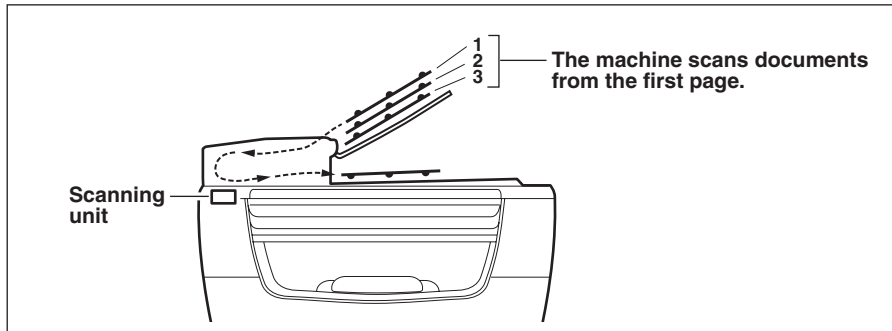
3 Load the documents face up in the ADF.



NOTE

- For multiple page documents, the pages are fed one by one from the top of the stack (from the first page).
- Wait until all pages of your document have been scanned before starting a new job.
- 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed), or 50 sheets (21 lb(80 g/m²)) or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference) documents can be loaded in the ADF. If the documents exceed the capacity of the ADF, paper jams may occur.

The Paper Path of the ADF



NOTE

- When documents are loaded in the ADF, the scanning unit moves to the position shown above and remains there.
- When documents are not loaded in the ADF, the scanning unit moves to scan it.

Printing from Your Computer

4

CHAPTER

This chapter explains how to print the documents from your computer using the printer driver included in the CD-ROM.

Before Printing

Before printing, software must be installed in your computer.

- If not, please see the *Set-Up Instructions* (for MF5730/MF5750 users), *Set-Up Instructions for Networking and Printing* (for MF5770 users) or Chapter 1, “Installation,” in the *Software Guide*.

Check if the machine is selected as the default printer.

- You can check if your machine is set as the default printer when you open the [Print] dialog box in an application and your machine is selected in the printer box. (See “Printing Documents,” on p. 4-3.)

Follow this procedure if it is not selected:

1 Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.

● On Windows XP/Server 2003:

- ☐ Click [start] on the Windows task bar → select [Printers and Faxes].

● On Windows 98/Me/2000:

- ☐ Click [Start] on the Windows task bar → select [Settings] → [Printers].

- 2** Click the corresponding printer driver icon.
- 3** From the [File] menu, click [Set as Default Printer] (Windows 98/Me: [Set as Default]).

Printing Documents

The general steps for printing a document are explained below.

1 Load paper in the cassette or the multi-purpose feeder.

For details on how to load paper, see “Loading Paper,” on p. 2-3.

2 Open the document in an application.

3 Select the command to print.

In most cases, click [Print] in the [File] menu.

The [Print] dialog box appears.

4 From the [Select Printer] list box or the [Name] pull-down list in the [Print] dialog box, select the printer to be used.

5 Click [Preference] or [Properties].



NOTE

Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet (Only for Windows 2000).

6 Specify the required settings → click [OK].

7 Click [Print] or [OK].

Printing starts.



NOTE

To cancel printing, click [Cancel].

Canceling Printing

1 Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.

● **On Windows XP/Server 2003:**

□ Click [start] on the Windows task bar → select [Printers and Faxes].

● **On Windows 98/Me/2000:**

□ Click [Start] on the Windows task bar → select [Settings] → [Printers].

2 Double-click the corresponding printer driver icon.

3 Right click on the print job → click [Cancel].



NOTE

You can also cancel a print job using [Status Monitor] on the operation panel of the machine. (See “Confirming and Deleting a Print Job,” on p. 7-4.)



More Information

For detailed information on all printing features, see Chapter 2, “Printing,” in the *Software Guide*.



Copying

5

CHAPTER

This chapter explains how to make copies, adjust scan settings to improve the image quality, and enlarge or reduce the copy sizes. It also describes the special copy features.



Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on setting up documents, see Chapter 3, “Document Handling.”

Making Copies



NOTE

- When making copies on LTR-size paper after having continuously copied on paper smaller than LTR-size paper, the copies may be dirty. To prevent copies from being dirty, wait about 1 minute before making copies.
 - When making copies of a small size or heavy paper*, etc., the copy speed may be slightly slower than usual.
 - * The paper type should be selected in the Menu. (See “Specifying the Paper Type,” on p. 2-11.)
 - If you intend to make a copy and print with a thermal transfer printer using the same sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.
 - When copying onto transparencies, remove each transparency from the output tray as it is output.
-

1 Place the document on the platen glass or load it in the ADF.

For details on how to place documents, see “Setting Up Documents,” on p. 3-3.

2 Press [COPY].

3 Use the numeric keys to enter the number of copies.

You can set up to 99 copies.

4 Adjust any necessary settings for your document.

- Specify the size and the type of the paper you load in the cassette or the multi-purpose feeder. (See “Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder),” on p. 2-10.)
- Press [Image Quality] to select the scanning resolution. (See “Adjusting the Image Quality (Resolution),” on p. 5-6.)
- Press [Exposure] to select the scanning exposure. (See “Adjusting the Exposure (Density),” on p. 5-6.)
- Press [Enlarge / Reduce] to select the copy ratio. (See “Setting Enlarging/Reducing,” on p. 5-4.)
- Press [Collate / 2on1] to perform the collate copy or 2 on 1 copy function. (See “Special Features,” on p. 5-8.)

5 Press [Start].

NOTE

- To cancel copying, press [Stop/Reset] → follow the instructions in the LCD. You can also cancel copying using [Status Monitor]. (See “Confirming and Deleting a Copy Job,” on p. 7-3.)
- When you cancel copying while scanning a document from the ADF, the document may jam in the ADF. If the paper jam occurs, the LCD displays <CHECK DOCUMENT>, or <DOCUMENT TOO LONG>. (See “Removing Jammed Paper from the ADF,” on p. 9-7.)

Setting Enlarging/Reducing

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

Enlarging/Reducing Using Preset Copy Ratios

1 Press [Enlarge / Reduce].

2 Press [◀(-)] or [▶(+)] to select the copy ratio → press [Set].

You can select from the following:

- 200% MAX.
- 129% STMT → LTR
- 100%
- 78% LGL → LTR
- 64%
- 50% MIN.



NOTE

- If the <PAPER SIZE GROUP> setting of <COPY SETTINGS> menu in the Menu is set to <A> or <AB>, the preset copy ratios will be as follows:
A: 50%, 70%, 100%, 141% and 200%;
AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141% and 200%.
- Enlarging or reducing using preset copy ratio is not available with the 2 on 1 copy function.
- To return the copy ratio to 100%, press [Enlarge / Reduce] several times to display <DIRECT 100%> ratio → press [Set].
You can also return the ratio to 100% using a custom copy ratio. (See “Enlarging/Reducing Using Custom Copy Ratios,” on p. 5-5.)

Enlarging/Reducing Using Custom Copy Ratios

1 Press [Enlarge / Reduce] twice.

2 Use the numeric keys to enter the copy ratio → press [Set].



- You can enter the copy ratio from 50% to 200%, selectable in 1% increments.
- Even after entering the copy ratio, you can use [◀(-)] or [▶(+)] to adjust the copy ratio. To increase the copy ratio, press [▶(+)]. To decrease the copy ratio, press [◀(-)].

NOTE

- Enlarging or reducing using preset copy ratio is not available with the 2 on 1 copy function.
- To return the copy ratio to 100%, press [Enlarge / Reduce] several times to display <DIRECT 100%> ratio → press [Set].
You can also return the ratio to 100% using a preset copy ratio. (See “Enlarging/Reducing Using Preset Copy Ratios,” on p. 5-4.)

Improving Copied Image

Adjusting the Image Quality (Resolution)

You can adjust image quality to the appropriate level best suited for a document with text or photos. Three modes are available for adjusting the image quality.

1 Press [Image Quality].

2 Press [Image Quality] repeatedly until the image quality you want appears.

You can select from the following:

- <TEXT> for text-only documents
- <PHOTO> for photographs
- <TEXT/PHOTO> for documents with text and photographs.



NOTE

Copy exposure automatically changes to manual mode when <TEXT/PHOTO> or <PHOTO> is set.

Adjusting the Exposure (Density)

You can adjust the copy exposure automatically or manually according to how light or dark your document is.

Adjusting Automatically

1 Press [Exposure] twice to select the auto mode → press [Set].



The copy exposure is adjusted automatically.



NOTE

Image quality mode automatically changes to <TEXT> when <AUTO EXPOSURE> is set.

Adjusting Manually

1 Press [Exposure] to select the manual mode.

2 Press [◀(-)] or [▶(+)] to adjust the copy exposure → press [Set].

For a lighter copy exposure, press [◀(-)].

For a darker copy exposure, press [▶(+)].



NOTE

When setting the exposure lighter, the indicator moves to the left. When setting the exposure darker, the indicator moves to the right.

Special Features

The machine has the following SPECIAL COPY features. These features allow you to sort copies in page order and create special copies easily.

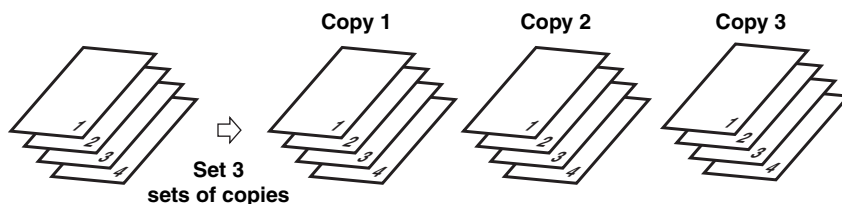
- Collate Copy
Sorts copies in page order.
- 2 on 1
Reduces two documents to fit on a single paper.
- Reserve Copy
Reserves the next job while the machine is printing out.

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Copying

Collate Copy

The collate copy allows you to sort copies in page order. It is convenient when you make multiple copies of multiple page documents.



When Loading Documents in the ADF

1 Load documents face up in the ADF.

For details on how to load documents in the ADF, see “Loading Documents in the ADF,” on p. 3-4.

2 Press [Collate / 2on1].

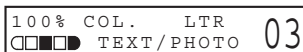
<COL.> appears in the LCD.



NOTE

If <AUTO SORT> in <COPY SETTINGS> of the Menu is set to <ON>, the collate copy feature is automatically set. (See <5. AUTO SORT> of “Menu Descriptions,” on p. 10-5.)

3 Use the numeric keys to enter the number of copies you want.



You can set up to 99 copies.

4 Press [Start].

The machine begins scanning from the first page of the document. After scanning, the scanned documents will come out in order.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD, and the document being scanned stops in the ADF. Press [Set] to make the document come out automatically. If the document does not come out, it may be jammed in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-7 to clear the paper jam in the ADF.

If this happens, reduce the documents to be scanned. Or, change the image quality mode to <TEXT>.

When Placing a Document on the Platen Glass

1 Place the first page of a document on the platen glass.

For details on how to place documents on the platen glass, see "Placing a Document on the Platen Glass," on p. 3-3.

2 Press [Collate / 2on1].

<COL.> appears in the LCD.

3 Use the numeric keys to enter the number of copies you want.

You can set up to 99 copies.

4 Press [Start].

The machine begins scanning and prints only 1 copy.

5 Place the next page of the document on the platen glass.



6 Press [Start].

The machine begins scanning the next page and prints only 1 copy. Repeat step 5 and 6 to scan all documents, and prints only 1 copy of each document.

7 Press [Set].

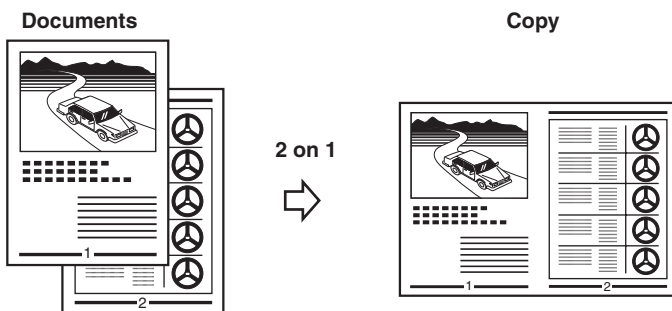
The machine begins printing rest of copies.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning is canceled. In this case, press [Stop/Reset] to return to the standby display, and reduce the documents to be scanned. Or change the image quality mode to <TEXT>.

2 on 1 Copy

Use the 2 on 1 copy function to reduce two sheets to fit on one sheet.



NOTE

- This function is not available with an enlarging or reducing function.
- This function is available only when the paper size setting is set to <A4> or <LTR>.
- When using the ADF, do not copy the documents printed on both sides.

When Loading Documents in the ADF

1 Load documents face up in the ADF.

For details on how to load documents in the ADF, see “Loading Documents in the ADF,” on p. 3-4.

2 Press [Collate / 2on1] twice.

<2ON1> appears in the LCD.